

NIST Technicalendar

UNITED STATES DEPARTMENT OF COMMERCE

Technology Administration
National Institute of Standards and Technology
Gaithersburg, Maryland 20899-0001

The *NIST Technicalendar*, issued each Friday, covers scheduled events which are of interest primarily to the NIST staff. All boxed items/notices for inclusion should be in WordPerfect 5.1, 6.1, or ASCII format and MUST be received by 12:00 NOON each Wednesday unless otherwise stated in the *NIST Technicalendar*. Items for inclusion and requests for copies of this calendar should be sent to Ms. Sharon Mingo, Editor, Building 820, Room 125, National Institute of Standards and Technology, Gaithersburg, MD 20899-0001, (Telephone: 301/975-3570; FAX: 301/926-4431; or E-mail: mingo@micf.nist.gov).

All lectures and meetings are open unless otherwise stated.

PLEASE NOTE: The new address for the *NIST TECHNICALCALENDAR* is NIST North (Building 820), Room 125. Thank You.

NIST Weekly Calendars and Bulletins Online

ADDRESS CHANGE:

The address for online weekly editions (most recent three months) of the *NIST Technicalendar* and *NIST Administrative Calendar* is

<http://ts.nist.gov/nvl/htdocs/calendars/calendars.html>

Calendar files are in pdf format. If you don't already have the free Adobe Acrobat Reader, first download it from

<http://www.adobe.com/Software/Acrobat>

The *Boulder Laboratories Weekly Bulletin* (current and previous week), in html format, is available online at

<http://www.boulder.nist.gov:1580/bulletin/>

**MARCH 11 TO MARCH 15, 1996
MEETINGS AT NIST**

3/12—TUESDAY 10:30 a.m. ATOMIC PHYSICS DIVISION SEMINAR: Fourier Transform Spectroscopy—New Capabilities and Calibration Challenges, C. Sansonetti, Atomic Physics Division, NIST, Gaithersburg, MD. Rm. B165, Physics Bldg. (NIST contact: C. Sansonetti, 975-3223.)

3/12—TUESDAY 11:00 a.m. POLYMERS DIVISION SEMINAR: Thermo-Mechanical Analyses of Polymer Solid Surface, T. Kajiyama, Dept. of Chemical Science and Technology, Kyushu Univ., Fukuoka, Japan. Rm. A315, Polymer Bldg. (NIST contact: C. Han, 975-6772.)

NIST Nanostructure Science Colloquium Series

March 11, 1996, 10:30 a.m.
Lecture Room A, Administration Building

This colloquium is the fourth of a series focused on research in the regime of nanometer sized dimensions. Colloquia will be held each month. A schedule of future colloquia is available at <http://physics.nist.gov/www/nano.html> and you may register to receive future announcements by e-mail by sending a request to kim@epg.nist.gov.

**ANALYSIS OF ADVANCED MATERIALS BY IMAGING SECONDARY ION
MASS SPECTROMETRY**

Riccardo Levi-Setti

Enrico Fermi Institute and Department of Physics, The University of Chicago

The microanalytical information obtained with a high resolution scanning ion microprobe used to complement microstructural studies of advanced materials. The University of Chicago scanning ion microprobe employs a 40kV, 5-20 pA Ga⁺ ion beam focused to a spot 35-70 nm wide to sputter the surface of a material. The ejected secondary ions are collected and analyzed by a high performance magnetic sector mass spectrometer, to produce chemical images of the analyzed area. The unique potential of this analytical method will be highlighted with a survey of recent applications, with emphasis on studies of the sintering of doped alumina, interface reactions in metal-matrix and ceramic-matrix composites, and of dopants in ZnO varistors.

Technical Contact: Robert Celotta, 975-3710; Information Contact: Kim Chaney, 975-3707.

Chemical Science and Technology Laboratory Colloquium

TIME-RESOLVED NEAR- AND FAR-FIELD SPECTROSCOPY OF SINGLE MOLECULES AND QUANTUM DOTS

J.K. Trautman

AT&T Bell Labs., Murray Hill, New Jersey

Tuesday, March 12, 1996

10:30 a.m., Lecture Room E, Administration Building

Room-temperature spectra and excited state lifetimes of single molecules obtained with both near-field and conventional, far-field optics will be presented. Superior spatial resolution is available with near-field excitation, whereas presently, excited state lifetimes can be accurately determined only under far-field illumination. In addition, greater data rates are possible with far-field excitation, without perturbing the molecule. Which method proves better will depend on the particulars of the system under investigation. In detailed experiments, we have elucidated the correlations among the orientation, the spectral shift and the excited state lifetime of molecules at a dielectric interface. Recent results from single CdSe quantum dot experiments will be presented, as well.

For more information please contact Bill Gadzuk , 975-2548 or William MacCrehan , 975-3122.

Computer Systems Laboratory Lecture Series on High Integrity Systems

ANALYZING OBJECT-ORIENTED (OO) COMPLEXITY

Dr. Thomas McCabe, McCabe & Associates

March 12, 1996, 2:00 p.m., Green Auditorium

Come Learn:

Reward vs Risk in OO abstraction

Testing OO application

Visualizing objects (class & functional view)

Analyzing complexity of OO-programs

Strategies for integrating objects

Reverse Engineering objects

The concept of object safety

OO metrics

QUESTIONS? Call: Dolores Wallace, 975-3340; Laura Ippolito, 975-5248. THE LECTURE SERIES IS OPEN TO THE PUBLIC, FREE OF CHARGE, WITH NO REGISTRATION.

MEP Video Conference Series

**MARKETING STRATEGIES: IMPROVING PROFITS THROUGH NICHE
MARKETING**

Michael Collins

March 13, 1996; 9:00 a.m. - 12:00 noon
Building 301, Room C145

This video conference presentation is part of a series of MEP sponsored seminars, provided by the National Technological University (NTU), entitled "Modern Manufacturing: The National Videoconference Series for Successful Small Firms." This seminar provides small manufacturers with a successful approach to marketing their products through the identification of "niche" opportunities. Emphasis will be placed on practical methods for finding and dominating industrial market niches.

**For information contact Wendy Kirby, Video Conference Series
Coordinator, 975-4674.**

Advanced Technology Program
The Economic Assessment Office Seminar Series:

ISSUES IN TECHNOLOGY INVESTMENT AND EVALUATION

**TECHNOLOGY FORECASTING AT THE PRICE WATERHOUSE WORLD
FIRM TECHNOLOGY CENTRE**

Dr. Douglas I. Kalish, Managing Partner of the Technology Centre
Price Waterhouse LLP

March 14, 1996, 11:00 a.m.
Red Auditorium, Administration Building

As Managing Partner of the Technology Centre, Doug Kalish is directly responsible for the strategy, operations and R&D activities of a staff of 40 researchers, developers, and technology analysts. The Centre is a worldwide resource engaged in the analysis, evaluation and implementation of emerging technologies. The Centre also produces a comprehensive annual Technology Forecast which details the state of the art in information technology worldwide. Dr. Kalish consults extensively with clients on the impact of emerging technologies, especially in the financial services industries.

**For information contact Dr. Michael J. Nowak, Seminar Series
Organizer, 975-5196.**

IEEE and Semiconductor Electronics Devices Division

**IN-LINE MONITORING OF EPI SILICON FABRICATION USING FT-IR
SPECTRAL ANALYSIS**

Peter R. Solomon
On-Line Technologies
East Hartford, CT

Friday, March 15, 1996, 10:00 a.m.
SED Conference Room A362, Technology Building

In-line and in-situ monitoring and control of semiconductor device fabrication represents a paradigm shift in the technology for improving quality and costs. The methodology to monitor thin film thickness, temperature, and composition with FT-IR spectroscopy will be discussed.

Contact: Joe Kopanski, 975-2089.

Advance Notice
Semiconductor Electronics Division Colloquium

OPTOELECTRONICS 2000: PRESENT AND FUTURE CHALLENGES

Victor R. McCrary
Advanced Technology Program

Monday, March 18, 1996, 11:00 a.m.
Room A362, Technology Building

Optoelectronics has been cited as one of the crucial technologies for continued U.S. competitiveness. This talk will review the current issues for fabrication of optoelectronic components; in particular the technical hurdles in fabricating InP-based distributed feedback lasers (DFB's) by metal organic chemical vapor deposition (MOCVD). The remainder of the talk will explore how this manufacturing challenge, with other areas, forms the basis of a proposed ATP focussed program for low-cost, high volume manufacturing of optoelectronics components (Optoelectronics 2000), and the role NIST scientists can play in this effort.

For more information please contact: David Seiler, 975-2054.

MEETINGS ELSEWHERE

3/11—MONDAY 10:00 a.m. NAVAL RESEARCH LAB. NAVY CENTER FOR APPLIED RESEARCH IN ARTIFICIAL INTELLIGENCE (NCARAI) SEMINAR: Information Visualization Using 3D Interactive Animation, G. Robertson, User Interface Research, Microsoft Research, Redmond, WA. NCARAI Conf. Rm., Bldg. 256, Bolling AFB, Washington, DC. (For further information call, 202/404-7036.)

3/11—MONDAY 3:00 p.m. CATHOLIC UNIV. OF AMERICA NUCLEAR PHYSICS SEMINAR: Photon Scattering Along a Crystal Axis, V.M. Katkov, Budker Institute of Nuclear Physics, Novosibirsk, Russia. Rhysics Conf. Rm. 203, Hannan Hall, The Catholic Univ. of America, Washington, DC.

3/11—MONDAY 4:15 p.m. GEORGETOWN UNIV. (GU) CHEMISTRY DEPT. SEMINAR: TBA, S. Goodman, Dept. of Chemistry, Chatham College, Pittsburgh, PA. Reiss 262, GU, Washington, DC. (For further information call Prof. Weiss, 202/687-6013.)

3/12—TUESDAY 11:00 a.m. UNIV. OF MARYLAND BIOCHEMISTRY SEMINAR: TBA, J. Sellers, Lab. of Molecular Cardiology, NHLBI, NIH, Bethesda, MD. Rm. 1325, Chemistry Bldg., Univ. of Maryland, College Park, MD.

3/12—TUESDAY 3:00 p.m. NAVAL RESEARCH LAB. (NRL) CONDENSED MATTER AND RADIATION SCIENCES DIVISION SEMINAR: IR and Raman Spectroscopy With Density-Functional Theory, D.V. Porezag, Chemnitz Univ. of Technology, Germany. Conf. Rm. 127, Bldg. 65, NRL, Washington, DC. (For further information call M.R. Pederson, 202/767-6577.)

3/12—TUESDAY 4:00 p.m. UNIV. OF MARYLAND CHEMICAL ENGINEERING DEPT. SEMINAR: Fluid Lipid Domain and Protein Motion in Monomolecular and Bilayer Films Overlying Sublayers of Finite Depth H.A. Stone, Division of Applied Sciences, Harvard Univ., Cambridge, MA. Rm. 2115, Chemical and Nuclear Engineering Bldg., Univ. of Maryland, College Park, MD. (For further information call R.V. Calabrese, 301/405-1908.)

3/12—TUESDAY 4:00 p.m. UNIV. OF MARYLAND ORGANIC CHEMISTRY SEMINAR: Student Literature Seminar, P. Pande, Univ. of Maryland. Rm. 1325, Chemistry Bldg., Univ. of Maryland, College Park, MD.

3/13—WEDNESDAY 2:00 p.m. UNIV. OF MARYLAND INORGANIC SEMINAR: TBA, B. Litterer, Univ. of Maryland. Rm. 1325, Chemistry Bldg., Univ. of Maryland, College Park, MD.

3/13—WEDNESDAY 4:00 p.m. JOHNS HOPKINS UNIV. MATERIALS SCIENCE AND ENGINEERING SEMINAR: Ion-Beam Assisted Deposition, J. Hirvonen, ARL. Maryland Hall 110, The Johns Hopkins Univ., Baltimore, MD. (For further information call M. Weaver, 410/516-8145.)

3/13—WEDNESDAY 4:00 p.m. UNIV. OF MARYLAND CHEMICAL PHYSICS/PHYSICAL CHEMISTRY/LAMOS SEMINAR: Interaction of Terawatt Laser Pulses With Underdense Plasmas, A. Ting, Naval Research Lab., Washington, DC. Rm. 1116, IPST Bldg., Univ. of Maryland, College Park, MD.

3/13—WEDNESDAY 4:15 p.m. GEORGETOWN UNIV. (GU) CHEMISTRY DEPT. SEMINAR: Preparation and Properties of IPNs Consisting of Polyethylene and Vinyl Polymer Networks, E. Borsig, Slovakia Institute of Polymer Science. Reiss 262, GU, Washington, DC. (For further information call Prof. Weiss, 202/687-6013.)

3/14—THURSDAY 4:15 p.m. GEORGETOWN UNIV. (GU) CHEMISTRY DEPT. SEMINAR: Molecular Aggregates Through H-Bonding, W.-Q. Gu, Dept. of Chemistry, GU. Reiss 262, GU, Washington, DC. (For further information call Prof. Weiss, 202/687-6013.)

3/15—FRIDAY 11:00 a.m. CARNEGIE INSTITUTION OF WASHINGTON GEOPHYSICAL LAB. (GL) SEMINAR: UV Laser Oxygen Isotope Microprobe, E. Young, Univ. of Oxford, U.K. Seminar Rm., Main Bldg., GL-DTM Grounds, Carnegie Institution of Washington, Washington, DC. (For further information call 202/686-2410.)

3/15—FRIDAY 2:00 p.m. UNIV. OF MARYLAND INORGANIC SEMINAR: Molecular Solid Solutions and Supramolecular Aggregation in the Coordination Chemistry of Polyfunctional Ligands, L.R. Falvello, Spain. Rm. 1325, Chemistry Bldg., Univ. of Maryland, College Park, MD.

3/15—FRIDAY 3:00 p.m. UNIV. OF MARYLAND ANE SEMINAR: Kinetics and Mechanisms of the Reactions of SH and NH₂ With O₂ in the Liquid Phase, R. Huie, NIST, Gaithersburg, MD. Rm. 1325, Chemistry Bldg., Univ. of Maryland, College Park, MD.

The TIGR-NIST Distinguished Speakers Series is titled: DNA, GENETICS,
and BIOTECHNOLOGY

**MECHANISM AND CONTROL OF THE INITIATION OF CHROMOSOME
REPLICATION IN EUKARYOTES**

Dr. Bruce Stillman , Director
Cold Spring Harbor Laboratory, Cold Spring Harbor, NY

Thursday, March 14th at 4 p.m.

This season the TIGR-NIST Distinguished Speakers Series is held in the
TIGR Conference Room, 9712 Medical Center Drive, Rockville.

An informal reception follows Dr. Stillman's talk and provides an opportunity
for interested participants to talk with him.

The April 11th speaker in this series will be Dr. Neal Lane, Director of the
National Science Foundation.

For information on the series, please contact Keith McKenney at NIST,
301/975-4872 or Damar Hawkins at TIGR, 301/838-0200. Directions and
series information is also available via the Internet at:
<http://www.tigr.org/conference/conference.html>.

Advance Notice			
The Open System Environment Implementors' Workshop (OIW), co- sponsored by NIST and the IEEE Computer Society			
March 19-21, 1996, Gaithersburg, MD.			
MARCH 19-21 WORKSHOP WEEK AT A GLANCE			
ACTIVITY	TUESDAY	WEDNESDAY	THURSDAY
DIRECTORY SERVICES	9:00-5:00	9:00-5:00	9:00-5:00
MANUFACTURING MSG SPEC(MMS)	10:00-5:00	9:00-5:00	9:00-12:00
MESSAGE HANDLING	9:00-5:00	9:00-5:00	9:00-12:30
MULTI/HYPER MEDIA	9:00-1:30	9:00-5:00	9:00-12:00
TUTORIAL:	1:30-3:30		
Status of MMHM Hardware Standards, Mike Rubinfeld, NIST, Chair SIGCAT			
CD-ROM Aps.			
OSE TECHNICAL COMMITTEE	9:00-5:00	9:00-5:00	9:00-5:00
OSE-TESTING		9:00-5:00	9:00-5:00
TUTORIAL:		9:00-11:00	
The Defense Message System (DMS) Program begins the Compliance Test & Evaluation (CT&E) phase and prepares for Initial Operational Capability (IOC) later this year. Mr. Thomas W. Clarke, DMS Program Manager, will provide an overview of the program's status, to include initial DMS compliant mainline commercial product offerings. A representative from the Joint Interoperability Test Center (JITC) will provide the status of CT&E testing activities. A member of the DMS Integration Team will provide status of upcoming profile evolution activities.			
REMOTE DATABASE ACCESS (RDA)	9:00-5:00	9:00-12:00	
SECURITY	9:00-5:00	9:00-5:00	
SYSTEMS AND NETWORK MGMT	9:00-5:00	9:00-5:00	9:00-5:00
There is no charge for attending tutorials, however, there is a registration fee for other activities. Please contact Joe Hungate, jhungate@nist.gov, 301/975- 3368.			

TALKS BY NIST PERSONNEL

ANTONUCCI, J.M. (Co-authors: M. Farahani and L.R. Karam): "Initiation of Methacrylate Polymerization by N-Aryl- α -Amino Acids. A Mass Spectrometric Study," 74th General Session of the International Association for Dental Research and 25th Annual Meeting of the American Association of Dental Research, San Francisco, CA, 3/15/96.

BOWEN, R.L.: "Synthesis of β -Cyclodextrin Methacrylates for Potential Uses in Dental Resins," 74th General Session of the International Association for Dental Research and 25th Annual Meeting of the American Association of Dental Research, San Francisco, CA, 3/16/96.

CAREY, C.M. (Co-author: M.R. Lewis): " HPO_4^{2-} -Selective Electrode Interferences: Implications for Phosphate Measurement in Oral Fluids," 74th General Session of the International Association for Dental Research and 25th Annual Meeting of the American Association of Dental Research, San Francisco, CA, 3/15/96.

CAVANAGH, R.: "Time and State Resolved Measurements of Co/Cu (100): When Qualitative Pictures Are Not Good Enough," Massachusetts Institute of Technology, Cambridge, MA, 3/12/96.

CHERNG, A. (Co-authors: S. Takagi and L.C. Chow): "Alkalinization Potential of Calcium Phosphate Cement," 74th General Session of the International Association for Dental Research and 25th Annual Meeting of the American Association of Dental Research, San Francisco, CA, 3/13/96.

CHOW, L.C. (Co-authors: S. Takagi and G.L. Vogel, NIST and A. Sugawara, Nihon Univ., Japan): "Evaluation of Remineralization Potential of a Ca-MFP Solution in an In Vitro Model," 74th General Session of the International Association for Dental Research and 25th Annual Meeting of the American Association of Dental Research, San Francisco, CA, 3/15/96.

COLUCCI, D.M.: "Volume Change Measurements in Isotropic and Anisotropic Deformations of a Polymer Glass: A Comparison of Experiments With Statistical Mechanical and Phenomenological Models," Polymers Division Seminar, NIST, Gaithersburg, MD, 3/7/96.

DICKENS, S.H.: "Morphology and Bond Strength of Dentin Conditioned With Self-Etching Monomers," 74th General Session of the International Association for Dental Research and 25th Annual Meeting of the American Association of Dental Research, San Francisco, CA, 3/16/96.

EIDELMAN, N. (Co-authors: B.O. Fowler, NIST; R. Joshi and R.J. Levy, Univ. of MI Medical School): "Characterization of Calcified Deposits on Polyurethane Implants by FTIR Microscopy," 74th General Session of the International Association for Dental Research and 25th Annual Meeting of the American Association of Dental Research, San Francisco, CA, 3/14/96.

GEORGE, L.A. (Co-author: F.C. Eichmiller): "DTS Hardness of a Composite Containing a Novel Filler," 74th General Session of the International Association for Dental Research and 25th Annual Meeting of the American Association of Dental Research, San Francisco, CA, 3/15/96.

HEYDEMANN, P.L.M.: "Standards" and "Training and Technology Transfer," U.S. Depts. of State and Commerce, U.S.-GCC Economic Dialogue 3/9 and the Second U.S. -GCC Business Conf., Manama, Bahrain, 3/12/96.

LIAO, H. (Co-authors: S.H. Dickens and S. Takagi): "In Vitro Properties of Novel Resin-Reinforced Calcium Phosphate Cements," 74th General Session of the International Association for Dental Research and 25th Annual Meeting of the American Association of Dental Research, San Francisco, CA, 3/14/96.

LOWNEY, J.R. (Co-authors: A.E. Vladar and M.T. Postek): "High-Accuracy Critical-Dimension Metrology Using a Scanning Electron Microscope," SPIE 1996 International Symposium on Microlithography, Santa Clara, CA, 3/13/96.

MARKOVIC, M. (Co-authors: S. Takagi and L.C. Chow): "Calcium Phosphate Cements With Incorporated Carbonate Ions," 74th General Session of the International Association for Dental Research and 25th Annual Meeting of the American Association of Dental Research, San Francisco, CA, 3/13/96.

MATHEW, M.: "Structural Studies of Highly Hydrated Phosphates," 74th General Session of the International Association for Dental Research and 25th Annual Meeting of the American Association of Dental Research, San Francisco, CA, 3/13/96.

MCDONOUGH, W.G.: "Interfacial Shear Strengths of Dental Composites by the Microbond Test," 74th General Session of the International Association for Dental Research and 25th Annual Meeting of the American Dental Research, San Francisco, CA, 3/15/96.

MILDNER, D.F.R.: "Neutron Optics and Capillary Lenses," International Atomic Energy Agency Consultant's Meeting on Trends in Neutron Beam Instrumentation, Bhabha Atomic Research Centre, Trombay, Bombay, India, 3/16/96.

MISRA, D.N.: "Adsorption of Polyacrylic Acids and Their Sodium Salts on Hydroxyapatite: Effect of Molecular Weight," 74th General Session of the International Association for Dental Research and 25th Annual Meeting of the American Association of Dental Research, San Francisco, CA, 3/16/96.

NIKAIDO, T.: "Stabilization Effect of NPG on Demineralized Dentin and Its Mechanism," 74th General Session of the International Association for Dental Research and 25th Annual Meeting of the American Association of Dental Research, San Francisco, CA, 3/14/96.

PARRIS, R.: "Providing for Quality Assurance in Environment and Clinical Monitoring Using NIST Standard Reference Materials (SRMs)," Pittsburgh Conf., Chicago, IL, 3/7/96.

RASBERRY, S.D.: "The Need for a Traceability Hierachy and the Use of the International System of Units (SI) in Chemical Measurements," Pittsburgh Conf. on Analytical Chemistry and Applied Spectroscopy, Chicago, IL, 3/5/96.

REED, B.B. (Co-authors: B. Dickens, S. Dickens, and E. Parry): "Volumetric Contraction Measured by a Computer-Controlled Mercury Dilatometer," 74th General Session of the International Association for Dental Research and 25th Annual Meeting of the American Association of Dental Research, San Francisco, CA, 3/16/96.

ROSE, K.J. (Co-authors: S. Takagi and L.C. Chow): "Deposition of Fluoride In Vitro With the Use of a Water-Free Fluoride Gel," 74th General Session of the International Association for Dental Research and 25th Annual Meeting of the American Association of Dental Research, San Francisco, CA, 3/15/96.

SIECK, B. (Co-authors: K. Ishikawa, Tokushima Univ., Japan; S. Takagi and L.C. Chow, NIST): "Release of Antibiotics From Calcium Phosphate Cements," 74th General Session of the International Association for Dental Research and 25th Annual Meeting of the American Association of Dental Research, San Francisco, CA, 3/14/96.

STANSBURY, J.W.: "Dental Resins Based on Alternative Monomers and Polymerization Pathways" and "High Strength, Hydrophobic Composites From Urethane-Containing Fluorinated Resins," 74th General Session of the International Association for Dental Research and 25th Annual Meeting of the American Association of Dental Research, San Francisco, CA, 3/14 and 3/15/96.

STEPHENSON, M.A.S.: "Preparation of New Dendritic Adhesive Materials for Dental Applications," 74th General Session of the International Association for Dental Research and 25th Annual Meeting of the American Association of Dental Research, San Francisco, CA, 3/15/96.

TAKAGI, S. (Co-authors: M. Cherng and L.C. Chow): "Properties of Composites of Calcium Phosphate Cement and β -Tricalcium Phosphate, Calcium Sulfate Dihydrate, and Demineralized Bone," 74th General Session of the International Association for Dental Research and 25th Annual Meeting of the American Association of Dental Research, San Francisco, CA, 3/14/96.

TUNG, M.S.: "Gelation of Calcium Phosphates," 74th General Session of the International Association for Dental Research and 25th Annual Meeting of the American Association of Dental Research, San Francisco, CA, 3/15/96.

VELAPOLDI, R.A.: "Topics in Chemical Research at NIST," Dept. of Chemistry, Univ. of Virginia, Charlottesville, VA, 3/1/96.

VOGEL, G.L. (Co-authors: Z. Zhang, C. Carey, and L. Chow): "Anti-Caries Potential of a Calcium Phosphate-Containing Chewing Gum," 74th General Session of the International Association for Dental Research and 25th Annual Meeting of the American Association of Dental Research, San Francisco, CA, 3/15/96.

VOGEL, G.L. (Co-authors: Z. Zhang and L. Chow): "Determination of Unhydrolyzed Hexafluorosilicate in a Two-Component Dentifrice," 74th General Session of the International Association for Dental Research and 25th Annual Meeting of the American Association of Dental Research, San Francisco, CA, 3/15/96.

ZHANG, N.F.: "A New Algorithm for the Measurement of Pitch in Metrology Instruments," SPIE 1996 International Symposium on Microlithography, Santa Clara, CA, 3/11/96.

NIST Administrative Calendar

Notices to be included should be transmitted in writing in time to be received by NOON on WEDNESDAY. Send to Management & Organization Division, Bldg. 415, Room 118, extension 4074, fax to 926-8091, or e-mail to gmr@micf.nist.gov.

March 11 - March 15, 1996

ADMINISTRATIVE ITEMS - New

Safety Meetings

The Fire Protection Group has initiated a new program offering assistance in setting up and/or teaching required safety meetings. Subjects can vary from fire safety, to rescue/first aid, to general employee safety. Anyone desiring information should call the NIST Fire Protection Group at extension 6190.

Luncheon to honor Holly Rushmeier

Holly Rushmeier, group leader of the Scientific Applications Support Group, ITL, will be leaving NIST to assume a position at the IBM Watson Research Center. A luncheon will be held in her honor on Friday, March 22, at 11:30 a.m. at the Golden Bull Restaurant. The cost of the luncheon is \$12.00 which includes tax and gratuity. If you would like to attend, please contact Joan Murphy on extension 4044, or Howard Hung on extension 2890 by March 15, 1996.

Retirement Reception for William P. Reed

William P. Reed of the Office of Measurement Services, will retire on March 1, 1996, after 32 years of government service. A reception in his honor will be held on Thursday, March 28 from 2:00 to 4:00 p.m. in the Employee's Lounge, Administration Building. To contribute towards a gift, please contact Dee Covey on extension 2015, Bldg. 202, Room 112 or Verna Moore on extension 3108, NIST North, Room 233.

Retirement Luncheon for George A. Dines

After 38 1/2 years of government service at NBS/NIST, George A. Dines, High Performance Systems & Services Division (formerly Computer Services Division), CAML, is retiring. A luncheon will be held in George's honor on THURSDAY, MARCH 28, 1996, beginning at 11:30 a.m. at the Golden Bull in Gaithersburg. The cost of the luncheon is \$16. The menu includes a choice of entree: prime rib or crab cakes, whipped potatoes/french fries, garden salad, hot vegetable, rolls & butter, coffee and vanilla ice cream. Please make your reservation no later than FRIDAY, MARCH 22, by calling Linda on extension 2869 or Helen on extension 3819. Contributions toward a gift for George are also being accepted. We hope you can join George in celebrating his retirement.

Thank You! The NIST Child Care Center would like to THANK the NIST employees,

friends, and family for the overwhelming response of Giant and Safeway receipts!!! The children at the Center will benefit with new books, toys, sports equipment and other educational items.

Sail the Chesapeake Bay

The Parklawn Sailing Association is now accepting members for the 1996 sailing season. Both new and experienced sailors welcome. Low fees. Congenial members. Learn to sail programs available. Two/plus sailboats available - a 30' C&C, a 27' Catalina, and currently looking for a third boat. Open House and FREE sail on March 30, 10 a.m. - 2 p.m., at Pirate's Cove Marina in Galesville, MD, 10 miles south of Annapolis, on the West River. Contact Sharon Snider, membership chairman 301-622-0977(H), 301-443-5389(W) or Jerry Stenbakken on extension 2440 or stenbakken@eeel.nist.gov.

ADMINISTRATIVE ITEMS - Continuing

Test of the General Alarm Bells **PLEASE NOTE NEW DATE**

The Fire Department will be testing the general alarm evacuation bells in the buildings sitewide on Saturday, March 16, 1996. If you have any questions, please call Fred Keister on extension 6190.

Notice to all Divisions

It is time for the (Institute-wide) annual on-site preventative maintenance program of all balances owned by NIST. Please submit a memorandum to Ms. Sharay Frazier, Building 301, Room B152. The memorandum must contain the model number, manufacturer, serial number, NIST property number, person to contact, telephone extension, actual location of each balance, cost center to be charged, and any specific problems that require repair.

Employee Benefits/Retirement Contacts

100, 200, 300, 810, 820, and 830 Marcia Robertson, extension 2157, Room A131, Administration Building
840, 850, 860, 870, 880, TA and NTIS Nancy Cool, extension 2231, Room A131, Administration Building

Retirement Luncheon for Peggy L. Moore

Peggy Moore of the Procurement Office retired on February 29, 1996, after 30 years of government service. A luncheon will be held in her honor at the Golden Bull Restaurant on Thursday, March 14, 1996, beginning at 11:30 a.m. The cost of the luncheon will be \$18.00 which includes tax, tip, and gift. If you would like to attend and/or contribute towards a gift, please contact Jeannette Wease on extension 6305 or Beverly Conward on extension 6323 by March 11, 1996.

Retirement Luncheon for Bill Rinkinen Bill Rinkinen of the Fire Science Division will retire on March 1, 1996 after 32 years of government service at NBS/NIST. A retirement luncheon will be held on March 11, 1996 at 12:00 noon at the Flaming Pit.

The cost is \$18.00 which includes your choice of prime rib, chicken florentine, chicken caesar salad, or broiled fresh filet of salmon, dessert and beverage. If you would like to attend or contribute towards a gift, please contact Paula Garrett on extension 6679 or Betty Thames on extension 6899, by March 6.

Retirement Luncheon for John Gallagher

John Gallagher retired from NIST on February 16, 1996, after 39 years of government service, first in the Heat Division, then in the Thermophysics Division. There will be a luncheon in his honor at the Sir Walter Rayleigh Inn in the Montgomery Village Mall on March 14, 1996, beginning at 11:45 a.m. social, lunch at 12:15 p.m. There will be a soup, salad, and sandwich bar. The cost of the luncheon is \$8.50 which includes tax and gratuity. Please contact Carol Thomas, extension 2443 or Anneke Sengers, extension 2463, no later than March 12, if you like to attend or contribute to a gift.

Retirement Reception for Geri Miles

After 26 years of service at NBS/NIST, Geri Miles, the SEBA Store Manager, is retiring. A reception will be held in Geri's honor on Friday, March 29, 1996, from 2:00 to 4:00 p.m. in the Employee's Lounge, Administration Building. If you wish to contribute towards a gift, please contact the SEBA President, Dan Tucker, on extension 6950, or the Vice-President, Lani Glover, on extension 6852.

Health Unit Screening

Did you know that cancer of the colon and rectum are two of the most curable forms of cancer? When detected early and treated promptly, over 3/4 of all such patients can be cured and are able to return to normal lives. **Colorectal Cancer** is second only to lung cancer in terms of incidence - about 60,000 people die from the disease each year. Over 93% of cases occur after the age of 50. Anyone with a personal family history of Colorectal Cancer, polyps in the colon, or Ulcerative Colitis is at risk for the disease.

A stool blood test should be done every year after the age of 50. During the month of March, the NIST Health Unit will be offering Colocheck Slide kits for Colorectal Cancer screening daily in the Health Unit, Room C33, Admin. Bldg. Please stop by and pick-up your kit and instructions. For further information call Judy Lynch, RN, extension 5132.

Beauty Shop News

Perms for Spring - \$10 OFF. Donna Bush will be leaving as of March 1st. There will be a new beautician starting on March 20th. Her previous job was at Alexander-De-Paris in Lakeforest Mall. She has 20 years experience and can do foils, cuttings, highlighting, perms, hair extension, and color. Hours will be Tuesday thru Friday, 7:30 a.m. to 5:00 p.m. Please call Lina on extension 3311 if you have any questions or to make an appointment with the new beautician.

EAP - EMPLOYEE ASSISTANCE PROGRAM

After some uncontrollable disruptions in the continuity of EAP Counselor services at NIST, our EAP Services contractor (BEMW, Inc.) has secured the services of a counselor who has made a long-term commitment to serve NIST's EAP. Effective March 4, 1996, Mr. Jon Lobe will be NIST's EAP counselor. Jon is a Certified

Employee Assistance Professional (CEAP), a Certified Addictions Counselor (CAC), and has over 15 years of counseling experience. The NIST EAP Counselor's telephone extension (x5129) and location (Health Unit - ADMIN/C33) remain unchanged. Jon Lobe's on-site hours are 8:30 a.m. to 4:30 p.m. on Mondays & Tuesdays, and 8:30 a.m. to 2:00 p.m. on Thursdays. Employees are encouraged to contact Jon Lobe on extension 5129 for EAP services.

PCX No. 262 _____ March 4, 1996

PC-EXCHANGE: Share your PC problems, questions, etc. so that other staff members can benefit from your experience or offer suggestions to address your PC needs. Mail/phone your contributions (anonymously or with credit) to Gaithersburg PC Assistance. Gaithersburg PC Assistance: Call the PC Assistance Hotline (voice or TDD), 301/975-3099; Admin/A738; e-mail PCASSIST@micf.nist.gov. Access the PC Assistance Web Page at: <http://larch.cam.nist.gov/~eater/pcassist.html>. Gaithersburg PC Maintenance and Hardware Upgrades: Call the PC Maintenance Hotline, 301/975-4090. Boulder PC Assistance or Maintenance: Call the Boulder PC Support Hotline, 303/497-3931; Room 1-4050; e-mail PCASK@bldrdoc.gov.

262.1 MICHELANGELO REMINDER - It is again that time of year when we remind everyone of the danger posed by the Michelangelo virus. If present on a system, this virus will overwrite data on the hard disk when the system is booted on March 6. This virus was first discovered in late 1991. Both here at NIST and on computer systems worldwide many copies of the virus were found and eradicated in the months leading up to March 6, 1992. Since 1992 this virus has continued to be one of the most widespread computer viruses. We continue to find copies of the virus here at NIST on a regular basis. In each of the years since 1992, we have had at least one machine—either here at NIST or an employee's home machine—attacked by the Michelangelo virus. Because of the danger posed by this virus, users are strongly encouraged to scan their systems for viruses prior to March 6. While any scanner released in the past few years will find older viruses such as Michelangelo, the constant creation of new viruses makes it important to maintain a current version of your antivirus software. The latest version of the F-PROT software is version 2.21. This software can be downloaded, in the self-extracting file FP-221.EXE, from either the MICF WHLIST or the ANONYMOUS/PC subdirectory on the ENH. The software is also available from the PC Assistance web page under the PC Assistance Software Archive.

262.2 MICROSOFT WORD VIRUSES - There are now at least three different viruses which infect Microsoft Word documents via the Word macro language. Microsoft has developed a tool—the Macro Virus Protection Tool—which installs a set of protective macros to detect suspicious Word files and alert customers to the potential risk of opening files with macros. Upon being alerted, users are given the choice of opening the file without executing the macros, opening the file as is, or canceling the file open operation. Opening the file without macros ensures that macro viruses are not transmitted and does not affect the content of the document. Unless users can verify that the macros contained in a document will not cause damage, Microsoft recommends opening the file without macros. Although the primary purpose of this tool is to alert users to the existence of macros in their documents and allow them to open their documents without macros, it also contains an

updated version of the scanning code for the Concept virus (the initial Microsoft Word virus) and can be used to scan your hard disk for Word files that contain the Concept virus. The Macro Virus Protection Tool can be downloaded from the MIFC WHLIST or the ENH ANONYMOUS/PC directory in the file MVTOOL10.EXE. The tool contains two files scanprot.dot, the template which installs the protection macros, and readme.doc, a file which provides information about the tool and its operation.

262.3 WIN95 SEND TO FUNCTION - Users of Win95 can greatly improve productivity by taking advantage of the SendTo function. The SendTo function is available from a right-click in either My Computer or the Explorer. Using this function to send a file to a destination has the same effect as dragging it and dropping it on the destination's icon. The SendTo function eliminates the need to see both sides of the drag and drop operation. Initially, the SendTo menu contains only a few items—e.g., your floppy drives. However, additional items (such as applications, printers, folders, and networked drives) can be added by placing shortcuts to these items in the Windows\SendTo folder. It is even easier to add items to the SendTo menu if you first make the SendTo folder itself a destination in the SendTo menu. To do this, run the Explorer, click View Options, and make sure Show All Files is turned on. Then select the Windows\SendTo folder in the left side of the Explorer window. Right-click any empty space in the right side of the window, then click New, Shortcut. Type C:\Windows\SendTo, click Next, type SendTo Folder, then click Finish. You can now create shortcuts in the SendTo folder by sending items to the SendTo folder.

OFFICE OF INFORMATION SERVICES - News

Library Tours

A 30-minute tour of the NIST Library (Research Information Center) is given on the 2nd Wednesday of every month. A member of the Office of Information Services staff is on hand for as long as necessary afterwards to answer questions, or to arrange for more detailed explanations of specific areas.

No reservation is required. If you have any questions, or want to make suggestions about what should be covered, call Marietta Nelson on extension 3055. Next tour: Wednesday, **March 13, 1996**, at 10:30 a.m.

Training on the NIST Virtual Library

The Office of Information Services is offering training on the NIST Virtual Library, which provides online access from your desktop computer to a variety of information resources and services. The next training date is **March 12, 1996**, 9:00-11:30 p.m., in Room A41 in the basement of the Administration Building. Participants should know how to use a mouse. To register, please call Diane Cunningham on extension 3053. There is no cost for this training.

Telephone Directory Update Available on Disk The NIST telephone directory information, which is updated monthly, is available on MS-DOS disks. These disks are kept at the Research Information Center's Circulation Desk. Ask for the "LOCATOR.TXT" disks. Disks may be borrowed for three days for copying.

Unsigned Interlibrary Loan Requests

The Research Information Center Interlibrary Loan (ILL) staff has received two ILL requests which do not include the requestor's name. If any of the following titles were requested by you, please call Rose Estes on extension 3060. The ILL staff will not process requests for interlibrary loans which do not include the requestor's name.

-- Weimann, G. and Schlapp, W.: "2-Dimensional Systems, Heterostructures and Superlattices," 1984

-- Kawai, N.J., and Komija, T.: "Inst. Phys. Conf. Ser., 79" 1986

Attention Library Patrons The Office of Information Services is considering the following serial titles for cancellation. Our circulation records do not reveal much usage for these titles, and several are quite expensive. If you use any of these titles and do not want them cancelled, please contact Beth Bloomquist at whiting@enh.nist.gov or X2809. Thank you.

American economic review
Annals of biomedical engineering
Archives of environmental
contamination and toxicology
Astronomicheskii zhurnal
Astronomy reports
Atmospheric environment
Atmospheric environment A & B
Australian journal of statistics
Biological and pharmaceutical bulletin
Bulletin geodesique
Chemosphere
Chemical engineering communications
Clinica chimica acta
Comptes rendus de l'Academie des
sciences. Serie II: Earth and planetary
sciences
Computers and biomedical research
Document management
Earth and planetary science letters
Earthquake engineering and structural
dynamics
Earthquakes and volcanoes
Econometrica
Economic indicators
Economic inquiry.
Economic journal.
Editorial eye
Electrical engineering in Japan
Electronics and communications in
Japan
Environmental health perspectives: EHP

Environmental manager
ESDU bulletin
ESDU International (4 parts)
Geochimica et cosmochimica acta
Health physics
IEEE engineering in medicine and
biology magazine
Icarus
Israel journal of earth sciences
Japan computer quarterly
Journal of adhesion
Journal of Air and Waste Management
Association
Journal of analytical toxicology
Journal of biomedical engineering
Journal of economic perspectives
Journal of material science: Materials in
medicine
Journal of molecular structure
Journal of sedimentary research. A & B
Journal of the New England Water
Works Association
Journal of the Royal Statistical Society.
Series A

Medical engineering and physics
 Medical physics
 Mineralogical magazine
 Monthly notices of the Royal Astronomy
 Society
 Naval engineers journal
 Noise and vibration bulletin
 Publications of Astronomical Society of
 the Pacific
 Publications of Dominion Astrophysical
 Observatory, Victoria, BC Statistical
 theory and method abstracts
 Systems and computers in Japan
 Theoretical population biology
 Waste management
 Wear

Other Training Notices

For information on *Introduction to Information Resources on the Internet*, please see the Computer Training section under Training and Education Opportunities in this issue of the Administrative Calendar.

NIST STOREROOM - News

Toner Cartridge Cross Reference List

<u>Printer</u>	<u>New</u>	<u>Re-Manufactured</u>	<u>Printer</u>	<u>New</u>	<u>Re-Manufactured</u>
HP LASERJET II	75462	75464	DESKJET PLUS	75460	
HP LASERJET III 75462	75464		DESKJET 500	75460	
HP LASERJET III SI		75468	DESKJET 500C	75460	
HP LASERJET IV SI		75468	DESKJET 550C	75460	
HP LASERJET II P	75463	75465	DESKWRITER	75460	
HP LASERJET III P 75463	75465		DESKWRITER C	75460	
HP LASERJET PLUS	75461	75466	DESKWRITER 550C	75460	
HP LASERJET 500 PLUS	75461	75466	HP FAX 200	75460	
HP LASERJET SERIES IV	75467		HP FAX 300	75460	
(MICROFINE TONER)			HP FAX 3100	75460	
DESKJET	75460				

Advantages of Using Re-Manufactured Toner Cartridges: 1) Cost Effectiveness; 2) 100% Satisfaction Guaranteed or Next Day Replacement by Manufacturer; 3) All Products Have Been Tested by AAD and Customers; and 4) NIST Receives Credit for Used Cartridges Resulting in Further Cost Savings. If there are any questions/concerns, call or e-mail Kevin Bettis at extension 6361/kevin.bettis@nist.gov

NIST FITNESS CENTER - News

Lower Back Strengthening Exercises A repeat of a series of four classes will be held in the Employee's Lounge, Administration Building, on the following dates: Friday, April 19, 26, May 10, and 17 - 12:00 noon to 1:00 p.m. on each day

The classes will be taught by Dr. Sheila Amon, a practicing chiropractor in Maryland. This series was a sellout when it was held last fall and was found beneficial by all who attended. The cost for the 4 sessions is \$30 payable at the first session directly to Dr Amon. We need to have 20 people signed up by April 10th in order to run the class. Please call Rhoda Levin on ext. 2575 or e-mail to matzah@enh.nist.gov to sign-up or for more information. You will be notified of confirmation of your participation in the class.

SEBA - STANDARD EMPLOYEES BENEFIT ASSOCIATION

Employee Craft Fair

SEBA is sponsoring a Spring Employee Craft Show on April 9 and 10, 1996. Tables are available for \$15 and \$20 depending on the size. If you wish to participate or need more information, please call Connie Seymour on extension 2217.

Membership Drive

There is an ongoing membership drive for both the annual SEBA membership and the Fitness Center membership. You may stop in the Gift Shop to pay either membership or contact your SEBA Board of Trustees member. If you have an application for membership, you may mail that along with your check to the SEBA Gift Shop, Building 101, Room A46. There was an unfortunate typo on the application for the Fitness Center. The correct fee for a 6 month membership is \$60.

NIST CHILD CARE CENTER - News

NIST Child Care Center Open House!

The Child Care Center will hold our annual Open House on Thursday, March 7, from 4:30 - 6:30 p.m. Prospective parents and other interested persons are welcome to stop by for a tour. For more information, please call Debi Phelps on extension 2152.

Calling all our Young Friends!

Will your child be 2 before September 3, 1996? Are you interested in enrolling your 2, 3, or 4 year old in our award-winning program? Please call today to find out how to reserve your space for Fall 1996 - extension 2152.

NIST Child Care Center is Selling Human-i-Tees

These tee-shirts are 100% cotton. Kids shirts are \$10.00, Adult Small-XL are \$12.00, and XXL shirts are \$14.00. They have environmental and animals scenes on them. Contact Lisa Warfield on extension 3308 or e-mail lisawar@micf.nist.gov for a color brochure. Reminder to all NIST personnel that have requested a Human-i-Tee brochure. All orders with payment must be returned by March 13.

CAFETERIA MENU (Subject to change without notice)

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Special	Special	Special	Special	Special
Bf Bur/Noodles	Vintage Chicken	Roast Turkey w/Dressing	Italian Pepper Steak	Whiting Fillet

Grn Bns Aman	Steamed Cabbage	Brussel Sprouts	Southern Style Collards	Mac & Cheese
Fruit Pie	Red Bliss Potatoes	Sweet Potato &	Mashed Potatoes	Broccoli Spears
Entrees/Vegs	Roll & Butter	Corn Souffle	Roll & Butter	Fresh Fruit
Burrito Platter	Entrees/Vegetables	Roll & Butter	Entrees/Vegetables	Entrees/Vegs
Fried Trout	Burrito	Entrees/Vegetables	Taco Salad	Burrito
Beef Burgundy	Vintage Chicken	Burrito	Burrito	Fish Remouoade
Grn Bns Aman	London Broil	Roast Turkey w/Dressing	Cancun Chicken	Escal Ham / Pots
Broc/Cauli	Peas & Carrots	Seasame Pork w/Broccoli	Italian Pepper Steak	Whiting Fillet
Noodles	Steamed Cabbage	Brussel Sprouts	Southern Style Collards	Mac & Cheese
Rice	Red Bliss Potatoes	Sweet Potato &	Cauliflower/Hollandaise	Broccoli Spears
Soup/Internal	Rice	Corn Souffle	Sauce	Butternut Squash
Chick Noodle	Soup/International	Baked Potato	Mashed Potatoes	Rice
Pasta	Cream of Broccoli	Rice	Rice	Soup/Internl
	Pasta	Soup/International	Soup/International	Boston Chowder
		Old Fashioned Bean	Minestrone	Pasta
		Tex-Mex	Pasta	

TRAINING AND EDUCATION OPPORTUNITIES

To reserve a space in any training course an approved NIST Request For Training Memo must be submitted unless otherwise noted. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-reserved basis. Without an approved Memo, we are unable to reserve a space in any class. Please forward the approved Memo as soon as possible when planning your training. If you have any questions, please call x3017. Thank you!

****MANAGEMENT UPDATE SERIES****

The Management Update Series is a series of monthly briefings for all supervisors and managers focusing on administrative subjects critical to the way we operate. The Request for Training Memo is not required for sessions in the Management Update Series, unless otherwise noted.

STUDENT EMPLOYMENT REGULATIONS (Note New Date)

Instructor: Sherman Hatchett, Office of Human Resources Management
 Cost: NONE
 Date: April 15, 1996
 Location: Lecture Room C, Administration Building
 Time: 1:30 p.m. - 3:00 p.m.

PROCUREMENT AND SUPPLY

Instructor: Norm Osinski, Acquisition and Assistance Division
 Cost: NONE
 Date: March 18, 1996
 Location: Lecture Room E, Basement 101
 Time: 1:30 p.m. - 3:00 p.m.

PERFORMANCE PROBLEMS

Instructor: Vickie Fox, Office of Human Resources Management
 Cost: NONE
 Date: April 1, 1996
 Location: Lecture Room D, Administration Building
 Time: 1:30 p.m. - 3:00 p.m.

ADVANCED BRIEFING AND PRESENTATION SKILLS

Description: In this workshop participants will practice and refine the skills learned in the first course. They will review and practice principles of constructing and delivering successful presentations. **Course Objectives:** 1) compose speeches for senior Departmental representatives; 2) increase credibility and authority through voice, word choice, and nonverbals; 3) hold interest in abstract content; 4) influence audience acceptance of the content;

Instructor: Donald Swenholt & Associates, Inc. Cost: Approximately \$275 per participant
Dates: April 10, 11 & 12, 1996
Location: Lecture Room C, Administration Building
Times: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by March 25.

EEO FUNDAMENTALS FOR SUPERVISORS AND MANAGERS

Description: This one day workshop is designed to provide supervisors and managers with a working knowledge of their responsibilities in support of the EEO Program. This course should be attended by all probationary supervisors.

Instructor: Alexander Consulting & Training, Inc. Cost: Approximately \$200 per participant
Date: April 24, 1996
Location: Lecture Room D, Administration Building
Time: 8:30 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 5, 1996.

CONFLICT RESOLUTION FOR MANAGERS AND SUPERVISORS

Description: This course is open to all supervisors and managers. Participants learn methods for diagnosing sources of conflict and strategies for successfully resolving many different types of conflict. In addition, participants identify their own conflict style and its strengths and weaknesses. Workshop methods include: tailored cases, structured exercises, negotiation style inventory instrument and film.

Instructor: Liz Berney of Berney Associates Cost: Approximately \$115 per participant
Date: April 23, 1996
Location: Lecture Room D, Administration Building
Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 8.

****GENERAL TRAINING****

MAKING MEETINGS WORK **(NOTE NEW DATE)******

Description: Ask professionals what interferes with their productivity. High on their list will be the time they spend in meetings. **MAKING MEETING WORK** is a 4 hour workshop designed to help planners and participants make meetings more productive and shorter!

Those completing **MAKING MEETINGS WORK** will be better able to: 1) Plan and stick to an agenda for a meeting; 2) Keep meetings on track when they begin to go astray; 3) Determine, record, and follow up on the outcome of meetings; and 4) Limit interruptions, intrusions, digressions, and the many timewasters of meetings

Instructor: Donald Swenholt & Associates, Inc.

Cost: Approximately \$60, per participant

Date: April 2, 1996

Location: Lecture Room D, Administration

Time: 8:30 a.m. - 12:30 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP. **This is a great Class!**

PRE-RETIREMENT SEMINAR

Description: In this 1-day seminar you will learn the Civil Service/FERS Retirement Benefits and Social Security Benefits/Medicare. This seminar is for those employees who are thinking of retiring in the next 5 years. Joanne McGehrin is a great instructor!

Instructor: Joanne McGehrin

Cost: Approximately \$100 per participant

Date: March 21, 1996

Location: Lecture Room E, Basement 101

Time: 8:30 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP. **NOTE: Spouses are welcome!**

EXPLORATORY DATA ANALYSIS

Description: Exploratory Data Analysis (EDA) is an approach/philosophy for data analysis which employs a variety of graphical techniques to 1) maximize insight into data set, 2) uncover underlying structure, 3) detect outliers/anomalies, 4) test underlying assumptions; and 5) develop parsimonious models. The EDA approach is contrasted with classical approach in both goal and methodology-this will be discussed in detail. EDA methods to be discussed include histograms, lag plots, probability plots, 4-plots, PPCC plots, box plots, block plots, GANOVA plots, Youden plots, interaction plots, residual plots, and general multiplots. All graphical methods are illustrated through extensive "real-life" data examples using the DATAPLOT graphics/statistics language.

Instructor: James J. Filliben, Statistical Engineering Division

Cost: \$50 per participant

Dates: April 1, 8, and 15, 1996

Location: Lecture Room E, Administration Building

Time: 9:00 a.m. - 12:00 noon

PLEASE NOTE: Request for Training Memo must be submitted by March 26. Please no phone in registrations! For technical questions please call Jim Filliben on x2855.

ESSENTIALS OF ENGLISH

Description: This 8 session program concentrates on the fundamentals of grammar and punctuation. It is an excellent refresher for all clerical employees who want to improve their writing/proofreading ability. Carol Solomon is an excellent instructor!

Instructor: Carol Solomon and Associates

Cost: Approximately \$200 per participant

Dates: May 6, 8, 10, 13, 15, 17, 20 and 22, 1996

Location: B111, Administration Building

PLEASE NOTE: Request for Training Memo must be submitted by April 12.

TECHNICAL WRITING WORKSHOP

Description: This workshop will help participants apply the basic standards of effective business writing to the special demands of technical material. The seminar enables authors to maximize the clarity and appeal of technical writing without sacrificing its content. In addition, the seminar will help technical writers write for nontechnical readers.

Instructor: Donald Swenholt & Associates, Inc. Cost: Approximately \$275 per participant
Dates: May 21, 22 and 1/2 hour consultation on the 23, 1996
Time: 9:00 a.m. - 4:00 p.m.
Location: Lecture Room E, Administration Building
PLEASE NOTE: Request for Training Memo must be submitted by April 30.

****COMPUTER TRAINING****

All NIST Request for Training Memo's must be received by the Training Office at least two weeks prior to the start date of the course unless otherwise noted. At this time, the Training Office will either obligate to the instructor or cancel the class. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-served basis. Any questions please call Pat on x3017.

Introduction to Windows is a prerequisite for all Windows applications!
All classes will be held in A41, Basement 101. All 1-Day Classes will be \$125. All 2-Day Classes will be \$225, unless otherwise stated.

EUDORA TRAINING

Description: This short (2 1/2 hour) class will teach participants how to send and receive electronic mail using PC-Eudora for Windows, how to create and manage mailboxes, nicknames and distribution lists, how to write rules to automatically direct incoming and outgoing mail to specific mailboxes, and how to send and receive files as attachments.

Some prior experience using MS-Windows is required.

Instructor: Chuck Eater of the Information Systems Division
Cost: NONE
Dates and Times: April 23, 9:00 a.m. - 11:30 a.m.
DN-11's are not required but send an E-Mail message to Patricia.oconnor@nist.gov to register for a space.

TIME AND ATTENDANCE TRAINING FOR NEW TIMEKEEPERS

Description: This class is hands-on using the PC, this workshop is for **New Timekeepers Only!**

Instructor: Office of Human Resources Management Time: 9:00 a.m. - 4:00 p.m.
Date: March 28, 1996
PLEASE NOTE: DN-11's are not required but please e-mail patricia.oconnor@nist.gov to register! Space is limited to 20 participants so don't delay!

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1

Description: In this 2-day workshop you will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to-use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Lyndie Billey and Associates
Date: April 17 & 18, 1996 Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo must be submitted by April 3.

INTERMEDIATE/ADVANCED WP 6.1 FOR WINDOWS

Description: The Intermediate WordPerfect 6.1 workshop is for those who are interested in setting up their shortcut Macros. If you work in long documents and occasionally save parts of the documents out as chapters (smaller files) then this class is for you.

Instructor: Impact Services, Inc.

Date: April 10, 1996

PLEASE NOTE: Request for Training Memo must be submitted by March 27.

INTERMEDIATE/ADVANCED WP 6.1 FOR WINDOWS

Description: This 2-day workshop Intermediate/Advanced WordPerfect 6.1 is for those who are interested in setting up their shortcut Macros. If you work in long documents and occasionally save parts of the documents out as chapters (smaller files) then this class is for you.

Instructor: Impact Services, Inc.

Date: April 4 & 5, 1996

PLEASE NOTE: Request for Training Memo must be submitted by March 21.

INTRODUCTION TO WINDOWS

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Business Support Training, Inc.

Date: April 12, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by March 29.

INTRODUCTION TO WINDOWS

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Lyndie Billey and Associates

Date: April 16, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 2.

DBASE V FOR WINDOWS MASTERING REPORTS

Description: This course will teach participants to master various types of reports using and how to implement your design in the dbase for Windows environment. Hands-on exercises include: creating and modifying tables; adding, deleting and displaying data; querying the database; and generating simple reports.

Instructor: Business Support Training, Inc.

Time: 9:00 a.m. - 4:00 p.m.

Date: April 19, 1996

PLEASE NOTE: Request for Training Memo must be submitted by April 5.

POWERPOINT 4.0 FOR WINDOWS

Description: This course will teach you how to use PowerPoint version 4.0 to create well-designed visuals for presentation. Topics include: outlining ideas; creating, editing, and spell-checking slides; adding drawings; enhancing the presentation using templates and slide masters; creating graphics; adding notes and transitions; printing the presentations; and finally running a slide show.

Instructor: Business Support Training, Inc.

Time: 9:00 a.m. - 4:00 p.m.

Date: April 1, 1996

PLEASE NOTE: Request for Training Memo must be submitted by March 18.

POWERPOINT 4.0 FOR WINDOWS

Description: This class is designed for students who want to learn to open an existing presentation file and

run a slide show; create a presentation using Pick a Look Wizard; manipulate text; and draw and format lines and graphic objects. In addition, students will learn to add clip art to a presentation; use Microsoft Graph; use the slide sorter view to work with slides; add transitions and automatic timing to a slide show; and print a presentation.

Instructor: Executrain

Time: 9:00 a.m. - 4:00 p.m.

Date: April 15, 1996

PLEASE NOTE: Request for Training Memo must be submitted by April 1.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1

Description: Your productivity will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Business Support Training, Inc.

Date: March 19, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

WORDPERFECT 6.1 FOR WINDOWS INTRODUCTION

Description: This class is designed for students who want to learn to create, edit, open, and close a document; select, delete, copy, move, search for, and replace text; and use the Spell Checker, Thesaurus, and Grammatik. In addition, students will learn to format text, paragraphs, and page layout; use page numbers, headers, and footers; and print a document.

Instructor: Executrain

Time: 9:00 a.m. - 4:00 p.m.

Date: April 30, 1996

PLEASE NOTE: Request for Training Memo must be submitted by April 16.

DBASE IV FOR DOS (THIS CLASS IS NOT OFFERED OFTEN PLEASE TAKE ADVANTAGE OF THIS OPPORTUNITY)

Instructor: Business Support Training, Inc.

Time: 9:00 a.m. - 4:00 p.m.

Dates: March 22 and 25, 1996

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

INTRODUCTION TO INFORMATION RESOURCES ON THE INTERNET

The Office of Information Services will present a seminar for beginners who want to access the files, databases, discussion groups, and other information on the Internet. Topics covered will include electronic mail, remote login (Telnet), file retrieval (File Transfer Protocol), and services such as Gopher and World Wide Web. The seminar will consist of a one-hour overview session and a three-hour hands-on session. A Request for Training Memo is not required.

Overview Instructor: Marietta Nelson, Office of Information Services

Cost: NONE

Date: March 25, 1996

Location: Lecture Room C, Admin. Building

Time: 1:30 p.m. - 2:30 p.m.

Hands-on Instructor: Jeff Harrison, Office of Information Services

Cost: NONE

Date: March 26, 1996

Location: A41, Admin. Building

Time: 9:00 a.m. - 12:00 noon

To register for this training, please call Jeff Harrison, x3054.

**NIST VACANCIES-GAITHERSBURG, MD
March 08, 1996**

Vacancy Announcements will not be available until the above date.

<u>Div.</u>	<u>Title</u>	<u>Series</u>	<u>Payband</u>	<u>Salary Range</u>	<u>Known Promotion Potential</u>	<u>Vacancy Number</u>	<u>Closing Date</u>
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ES

OPEN TO ALL QUALIFIED FEDERAL EMPLOYEES

150	Director, Materials & Manufacturing Technology Office	1301	ES-01-ES-06	\$97,991-\$122,040	NONE	NIST/0223/SES	03/22/96
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ZP

OPEN TO ALL QUALIFIED APPLICANTS, CTAP & ICTAP

811	Electrical Engineer	0850	II	\$30,726-\$46,264	III	NIST/2307/JC	03/15/96
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ZA

OPEN TO CURRENT STATUS APPLICANTS, CTAP & ICTAP

357	Contract Specialist	1102	III	\$37,094-\$57,800	NONE	NIST/0228/AG	03/15/96
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ZA

OPEN TO CURRENT NIST STATUS & CTAP EMPLOYEES ONLY

322	Management Analyst	0343	IV	\$52,867-\$81,217	NONE	NIST/0261/LC	03/15/96
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ZA

OPEN TO ALL QUALIFIED APPLICANTS, CTAP & ICTAP

201	Technical Information Specialist	1412	III	\$37,094-\$57,800	NONE	NIST/0284/JL	03/15/96
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354	Safety/Occupational Health Specialist	0018	III	\$37,094-\$57,800	NONE	NIST/0187/AG	03/22/96
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ZS

OPEN TO ALL QUALIFIED APPLICANTS, CTAP & ICTAP

353	Computer Assistant (Docutech)	0335	III	\$20,233-\$32,613	NONE	NIST/0090/BL	03/22/96
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NTIS VACANCIES-SPRINGFIELD, VA

OPEN TO ALL QUALIFIED APPLICANTS, CTAP & ICTAP

NTIS Visual Information Specialist	1084	GS-7/9	\$25,061-\$39,858	GS-9	NTIS-290/JC	03/22/96
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NTIS Accountant	0510	GS-7	\$26,786-\$33,878	GS-12	NTIS-098/JC	03/29/96
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NTIS Audiovisual Information Specialist	0301	GS-9	\$30,658-\$39,858	GS-12	NTIS-081/JS	03/18/96
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NTIS Computer Specialist	0334	GS-11/13	\$37,094-\$68,729	GS-13	NTIS-403/JC	04/05/96
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NTIS Super Technical Information Specialist	1412	GS-13/14	\$52,867-\$81,217	GS-14	NTIS-119/JS	03/15/96
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NTIS Business & Industry Specialist	1101	GS-14	\$62,473-\$81,217	NONE	NTIS-071/JC	03/15/96
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NTIS Computer Specialist	0334	GS-13/14	\$52,867-\$81,217	GS-14	NTIS-398/JC	03/29/96
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NTIS Business & Industry Specialist	1101	GS-13	\$52,867-\$68,729	GS-14	NTIS-070/JC	03/29/96
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NTIS Computer Specialist	0334	GS-11/13	\$37,094-\$68,729	GS-13	NTIS-402/JC	03/29/96
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NTIS Computer Specialist	0334	GS-12	\$44,458-\$57,800	NONE	NTIS-416/JC	03/29/96
NTIS Computer Assistant	0335	GS-6-8	\$22,554-\$36,088	GS-8	NTIS-432/JC	03/29/96

APPLICANT SUPPLY FILE INFORMATION

NIST maintains an Applicant Supply File for all our Critical Shortage Occupations. Both government and non-government applicants (including NIST and DOC employees) may submit a job application to be placed in the NIST Applicant Supply File at any time. Applicants eligible for CTAP and ICTAP will receive priority consideration for any vacancy. Applications will be retained in the NIST Applicant Supply File for 90 days and you will be considered for specific vacancies as they occur. A separate application is required for each occupation. If you wish to extend your period of consideration beyond 90 days, you must submit a new application package. Following is a list of the NIST Critical Shortage Occupations:

Paybands I thru V All Engineers, Computer Scientist, Metallurgist, and Mathematical Statistician positions. Paybands III thru V for Physical Scientist, Computer Specialist, Biologist, Social Science, Research Psychology, Economist, Chemist, Mathematician, Physicist. Paybands I & II for Accounting positions. Payband III for Nuclear Engineering Technician positions. Paybands I thru IV for Clerical Support(OA), Office Automation Assistant(OA) and Secretary(OA) positions. Paybands II-IV for Police Officers.

TELECOMMUNICATIONS DEVICE FOR THE DEAF: DIAL (301) 975-3007 8:30 a.m. - 5:00 p.m. or contact Maryland Relay Service at 1-800-735-2258.

NIST PERSONNEL INFORMATION HOTLINE: DIAL (301) 926-4851. This is an outside call. Boulder vacancies are listed in the Boulder Lab Weekly Bulletin.

SEBA Gift Shop

The SEBA Gift Shop has available the 1996 Golf Instructor Book. The book contains over \$5000 in valuable coupons, including up to 50% off on green fees, equipment, clothing, and much more. The geographical area for these coupons includes: Washington, D.C; Maryland; Virginia; and lower Pennsylvania. The book retails for \$25, but with a SEBA membership it can be yours for \$22. Also, you can purchase Russell Stover candies, discount movie tickets, NIST t-shirts, and other souvenirs, Entertainment discount books, Maryland note cards, baby gifts, quality wallets, fashion jewelry and watches, sundry items, cards at a 20% discount, postage stamps, and much more.